

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: City Planner**

BAND	GRADE	
E	919	
<b>DEPARTMENT:</b> Development Services	<b>ACCOUNTABLE TO:</b> Division Manager	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible providing staff support to the Development Advisory Board; Board of Adjustment, Planning and Zoning Commission and City Council. Duties include: reviewing site and landscape plans for code compliance; assisting in the preparation of the General Plan update process; and, preparing and presenting staff reports for the various boards, commissions and City Council.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The City Planner is the 2 <sup>nd</sup> level of a three level planning series. It is distinguished from the Planning Technician in that the Planner is required to perform all planning functions associated with the Department, including, but not limited to, design review, subdivision review, rezonings, conditional use permits and development code amendments. It is further distinguished from the Sr. Planner in that the Sr. Planner has responsibility for supervision of subordinate employees.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Provides planning and zoning information to the public to include explaining city policies and interpreting codes.	Daily	
2.	Reviews site and landscape plans for code compliance.	Daily	
3.	Participates in pre-application meetings with applicants and representatives of other City departments.	Weekly	
4.	Prepares and participates in and presents staff reports at Council and Commission meetings.	Weekly	
5.	Conducts site and inspections to ensure code compliance.	Weekly	

Rev. 07/07

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6.	Provides technical support to other staff.	Weekly	
7.	Verifies planning applications and documents.	Weekly	
8.	Performs City's design review function.	Weekly	
9.	Provides direction to Planning Technician on technical code enforcement cases.	Monthly	
10.	Assists in preparation of updating the City's General Plan.	Annually	
11.	Performs other duties of a similar nature or level.	As Required	

### **Knowledge** (position requirements at entry):

Knowledge of:

- Urban planning theories and principles;
- Local ordinances and policies;
- Data gathering and analysis methods;
- Land development issues.

### **Skills** (position requirements at entry):

Skill in:

- Organizing data and conducting research;
- Using computers and related software applications such as AutoCad and Geographic Information Systems;
- Preparing graphics, including freehand and mechanical drawings;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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**Training and Experience** (position requirements at entry):

Bachelor's Degree in Urban Planning, Architecture, Geography or a related field and three years experience in planning or community development and enforcement of municipal or county zoning codes; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

Positions may require:

- Certification with the American Institute of Certified Planners.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, reaching, sitting, standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to extreme temperatures and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (BEO)

Date: 05/98

Rev.: 07/07 (jls)